CalTOP Provider Setup Procedures

Appendix Objectives

A. Setting Up Your Computer

B. Getting Your Verisign Certificate
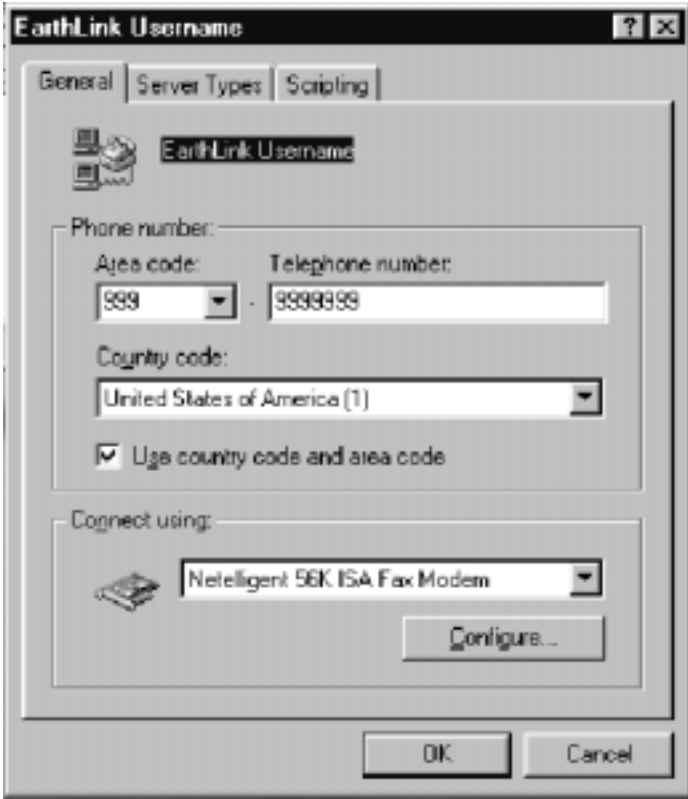
A. Setting Up Your Computer

Before you can begin the procedures to establish yourself as a CalTOP provider with ADP, you need to set up the computer you will use to access CalTOP with the appropriate e-mail and Internet options.

Task 1:   Turning On Your Computer

What to do	Results/Comments
1. After unpacking the computer, monitor, keyboard, and mouse, inventory the pieces of equipment you received in the shipment.	
2. Set the equipment in the location you have designated for the CalTOP computer.	
3. Connect the keyboard, mouse, and video monitor to the computer using the cables provided.	
4. Connect the monitor and computer to a surge-protected outlet using the power cables included in the shipment.	
5. Connect the phone line to the computer.	
6. Turn the computer and monitor on.	
7. Make sure the computer brings up the Windows system.	

Task: 2   Establishing Dialup Access to Earthlink

What to do	Results/Comments
1 On your desktop, double-click the **My Computer** icon.	
2. Double-click the **Dial-Up Networking** folder.	The Dial-Up Networking window is displayed.

What to do	Results/Comments
3. Right-click the **EarthLink** **Username** icon , and click **Properties**.	The Earthlink Username dialog box opens.

4. Under **Phone number**, in the **Area code** field, type your area code.	
5. In the **Telephone number** field, type the telephone number the computer will dial to connect to Earthlink.	This phone number is provided in the Local Numbers List.
6. Click **OK.**	The Earthlink Username dialog box closes.
7. In the Dial-Up Networking window, double-click the **Earthlink Username** icon.	The Connect To dialog box opens.

What to do   Results/Comments

8.   Click **Dial Properties**.   The Dialing Properties dialog box opens.

9.   In the **The area code is** box, type
      your area code.

What to do	Results/Comments
10. Next to the **To access an outside line, first dial** box, in the **for local** field, type the number you need to dial to access an outside line.	If no additional number is required, leave this field blank.
11. In the **for long distance** field, type the numbers you need to dial for long distance numbers.	If you don't need to dial long distance to reach Earthlink, leave this field blank.
12. If the call is a long distance call, select the **Dial as a long distance call** checkbox.	If you don't need to dial long distance to reach Earthlink, leave the checkbox blank.
13. Click **OK**.	The Dialing Properties dialog box closes.
14. Click **Cancel**.	The Connect To dialog box closes.
15. Close any other windows.	

Task: 3   Setting Up Your E-mail Account

What to do	Results/Comments
1. On your desktop, double-click the **Outlook Express** icon.	Outlook Express opens.
2. On the **Tools** menu, click **Accounts**.	The Internet Accounts dialog box opens.
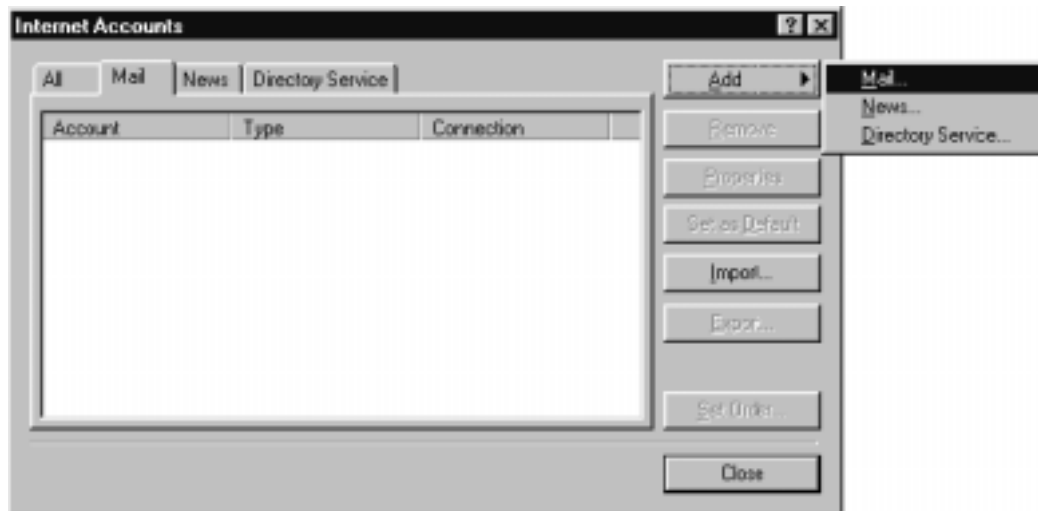
3. Click the **Mail** tab.

What to do	Results/Comments

4. Click **Add,** then select **Mail**.   The Internet Connection Wizard starts.

5. In the **Display Name** field, enter your provider name.
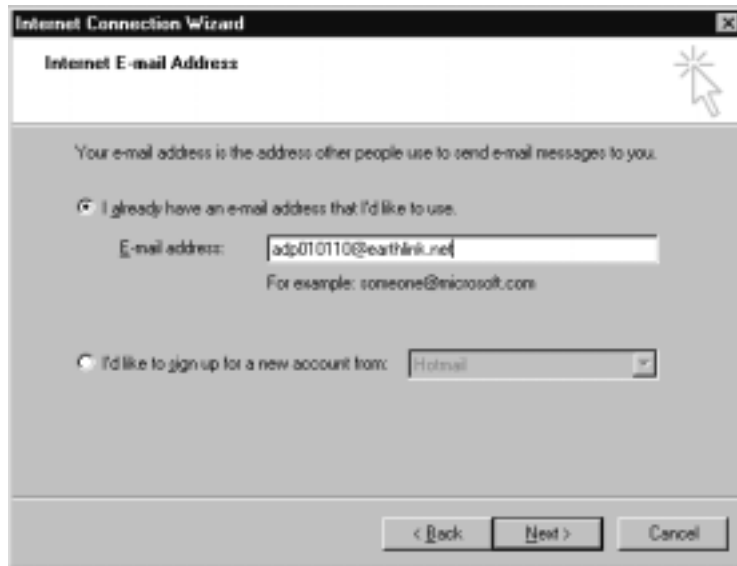

6. Click **Next**.

7. Select the radio button next to **I already have an e-mail address that I'd like to use.**

8. In the **E-mail address** field, type your provider's e-mail address, such as "adp010110@earthlink.net."   Your provider e-mail address is provided as a separate enclosure.

What to do	Results/Comments

9. Click **Next**.

10. In the **My incoming mail server is a server list,** select **POP3**.

11. In the **Incoming mail (POP3, IMAP or HTTP) server field**, type: mail.earthlink.net

12. In the **Outgoing mail (SMTP) server** field, type: mail.earthlink.net

13. Click **Next**.

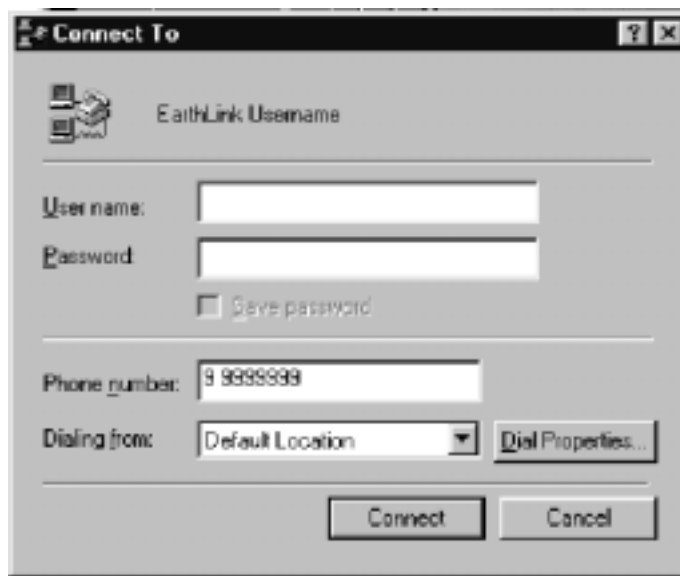14. In the **Password** field, type your access password.

    By default, your password is the first six characters of your e-mail address. For example, if your e-mail address is *adp010110@earthlink.net*, your password would be *adp010*.

15. Click **Next**.

16. Click **Finish**.

17. Close the Internet Connection Wizard.

B. Getting Your Verisign Certificate

After you've set up your computer to access the Internet and to send e-mail, you need to obtain a security certificate to access the CalTOP database. Since the certificate is provided by a company called Verisign, it is referred to as the Verisign certificate. The certificate enables your computer to read the data in CalTOP, which is secured by ADP.

Task 1:   Accessing the Verisign Enrollment Form Web Page

What to do	Results/Comments
1. Double-click **My Computer.**	The My Computer window opens.
2. Double-click **Dial-Up Networking**.	The Dial-Up Networking window opens.
3. Double-click the **Earthlink Username** icon.	The Connect To dialog box is displayed.

4. In the **User name** field, type your username, preceded by **ELN/**.	"ELN/" means that you are a user of the Earthlink network.
5. In the **Password** field, type your password.	
6. Click **Connect**.	
7. After your connection is verified, double-click the **Internet Explorer** icon on your desktop.	

What to do	Results/Comments
8. In the address field, type: https://digitalid.verisign.com/ client/TokenEnroll.htm.	Be sure to capitalize TokenEnroll correctly.
9. Press ENTER.	The Verisign site enrollment page is displayed.
10. Continue to Task 2.	

Task: 2   Completing the Enrollment Form

What to do	Results/Comments
1. Under **Contents of Your Digital ID**, in the **First Name** field, type the name of your county, such as Merced.	
2. In the **Last Name** field, type: County	
3. In the **Your E-mail Address** field, type your e-mail address, such as adp1010110@earthlink.net.	
4. Under **Easy Web Site Registration**, select **No** next to **Include Additional Information?**	
5. Under **Challenge Phrase**, in the **Enter Challenge Phrase** field, type a phrase you can easily remember.	Keep the Challenge Phrase confidential.
6. In the **Token Number** field, enter the 32-character token number e-mailed to you by INP.	You can copy this number from the e-mail and paste it in the field.
7. Click **Accept**.	After you click **Accept**, if there are no errors, you need to confirm your e-mail address.
	If there are errors, you will need to correct them before proceeding.

What to do	Results/Comments

8. If your e-mail address is correct,
    click **OK**.

    – or –

    If the e-mail address is not correct,
    click **Cancel**, correct it in the
    enrollment form, then continue.

9. In the Generate a Private Key
    window, click **OK**.

10. In the Security Information
    window, click **Continue**.

Task: 3   Receiving Installation Instructions from Verisign

After you complete Task 2, a message containing instructions for installing the Digital ID will arrive at the e-mail address you specified on the enrollment form. The message may take up to fifteen minutes to arrive. Follow all instructions provided.

> The instructions for picking up and installing your digital ID are included in the message. For additional support, contact the Helpdesk.

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